

Creating an NIS Extract Report for Use in MS Excel

The following instructions describe the process for creating a report for export to Excel. This procedure can be used to export any NIS columnar report to Excel.

Navigation

These steps would start as you generate the report job in NIS when you get to the **Printer Selection** screen.

Results

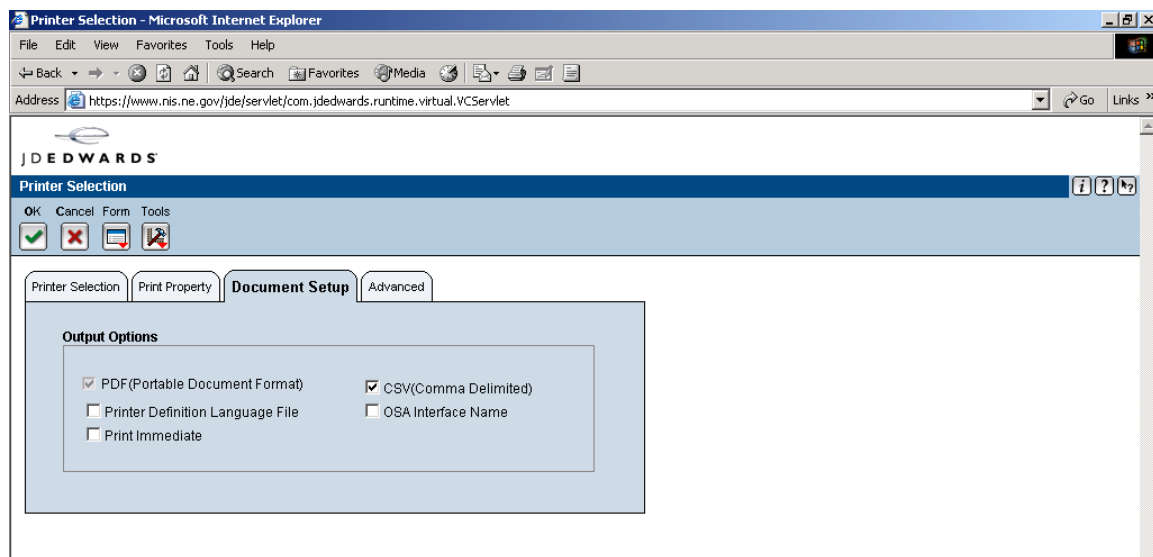
The report can be manipulated using MS Excel.

Process

See following instructions and screenshots.

The initial steps occur in NIS starting with Printer Selection

On the Printer Selection screen select the **Document Setup** tab and click in the **CSV (Comma Delimited)** box

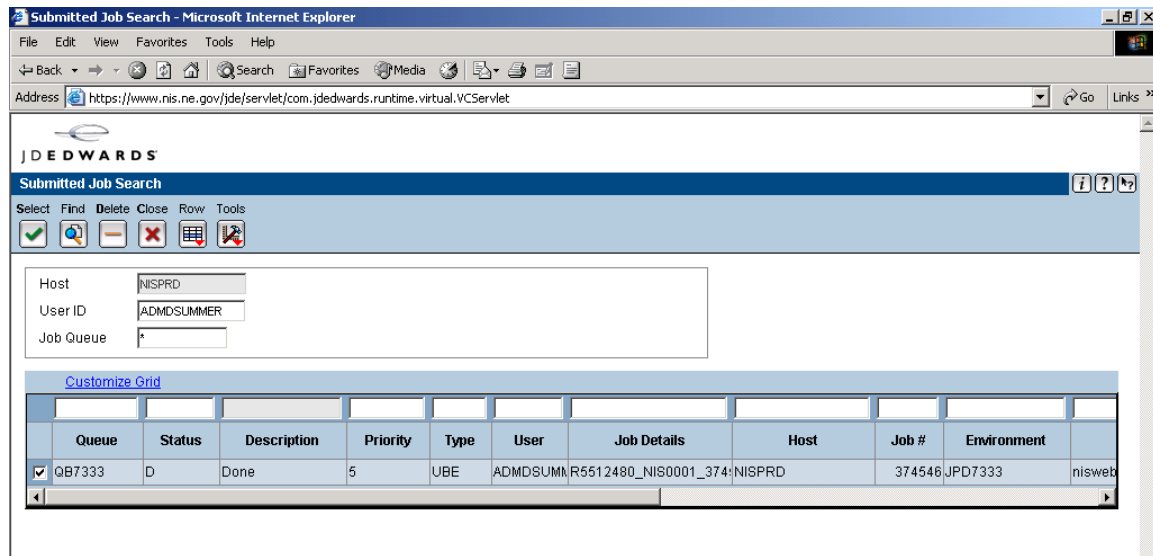


Click **OK**.

Go to the Submitted Job Search screen

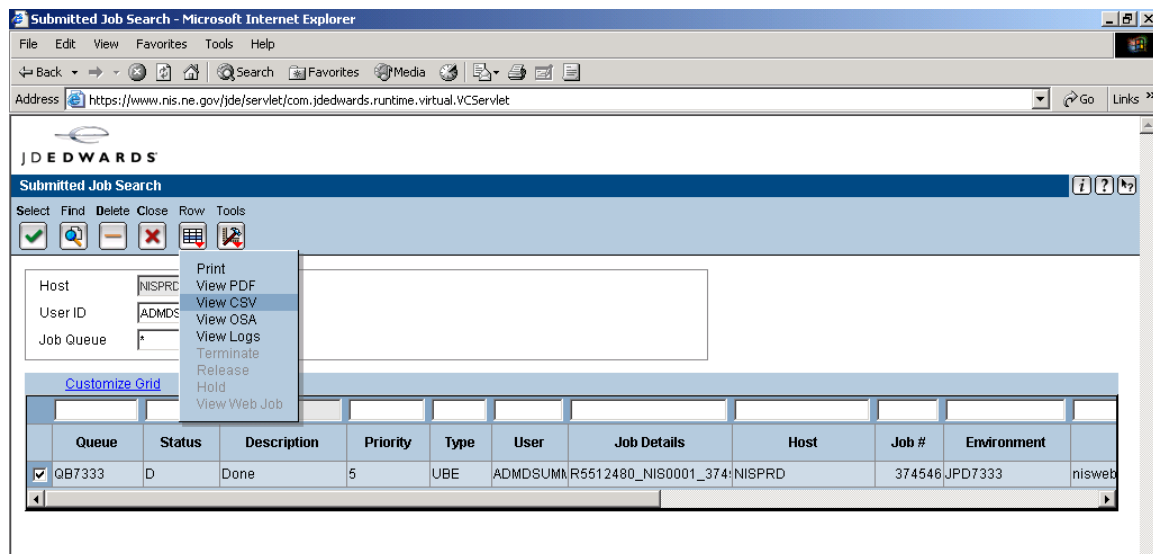
Click **Find**

Repeat the Find as necessary until the job status changes to **D** (Done)

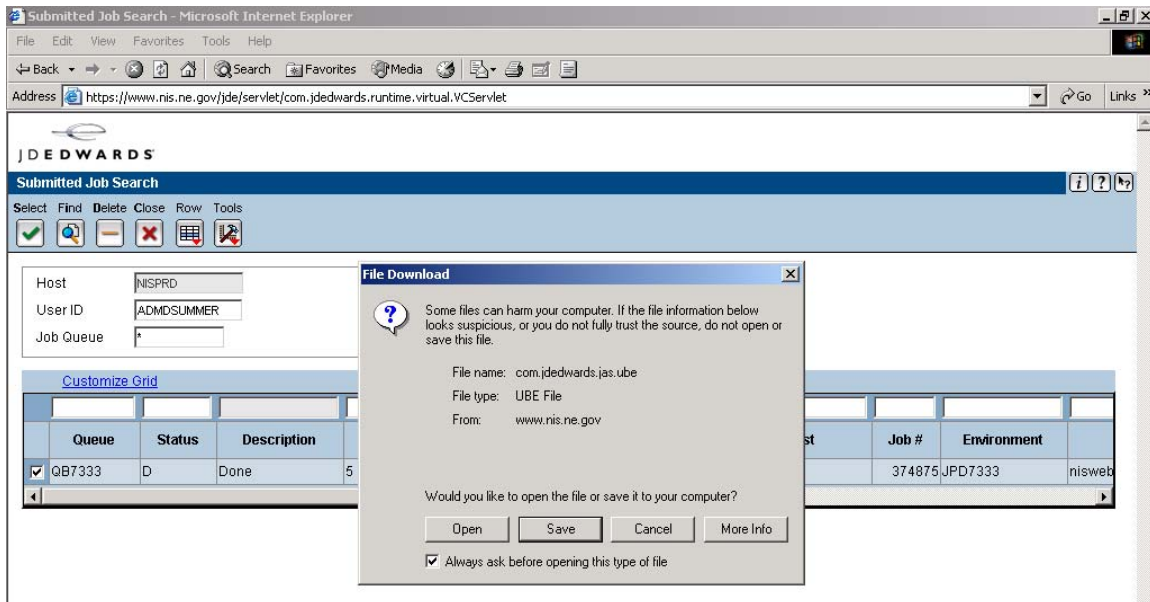


Select the Row containing the desired report by clicking on the box to the left of the row
Click on the **Row** Icon

Select **View CSV**

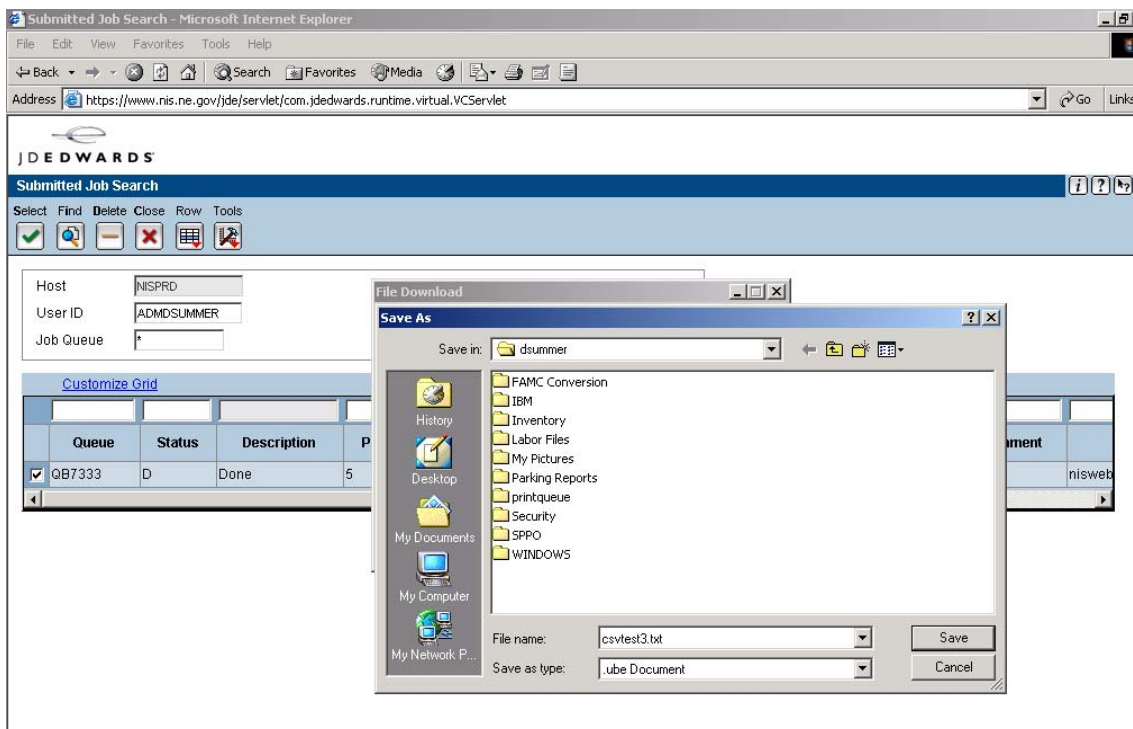


In the **File Download** popup select **Save**



In the **Save As** popup select the desired folder in which to save the file and enter a file name with a **“.txt”** extension

Click **Save**



The following steps occur after you exit NIS and open MS Excel

Click **File**

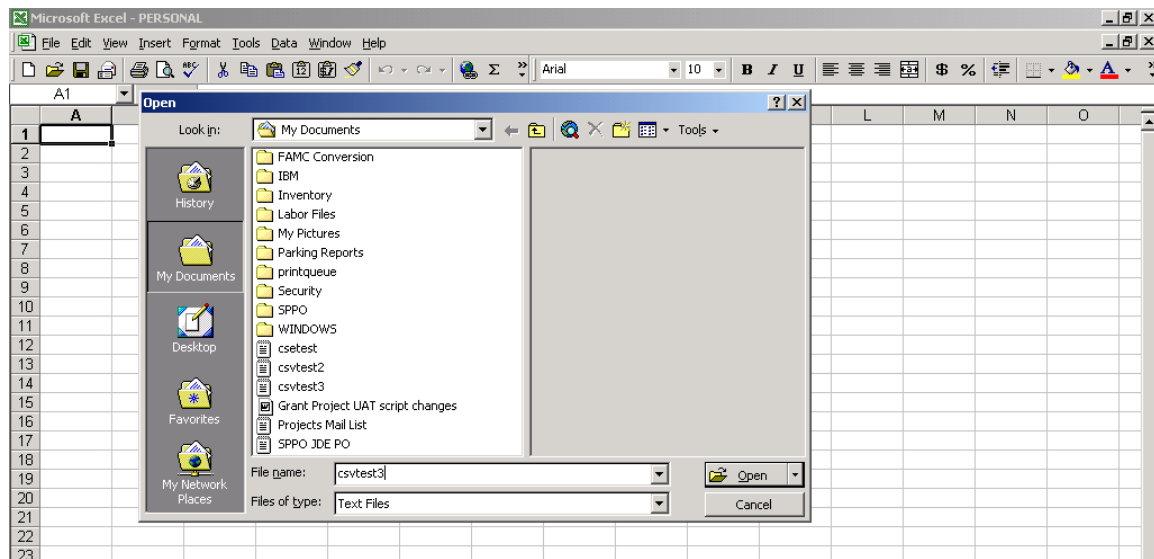
Select **Open**

Select the desired folder from the **Look In** dropdown

Select the desired file from the list that appears

Note: The search list may be shortened by clicking the **Files of Type:** dropdown and selecting **Text Files**

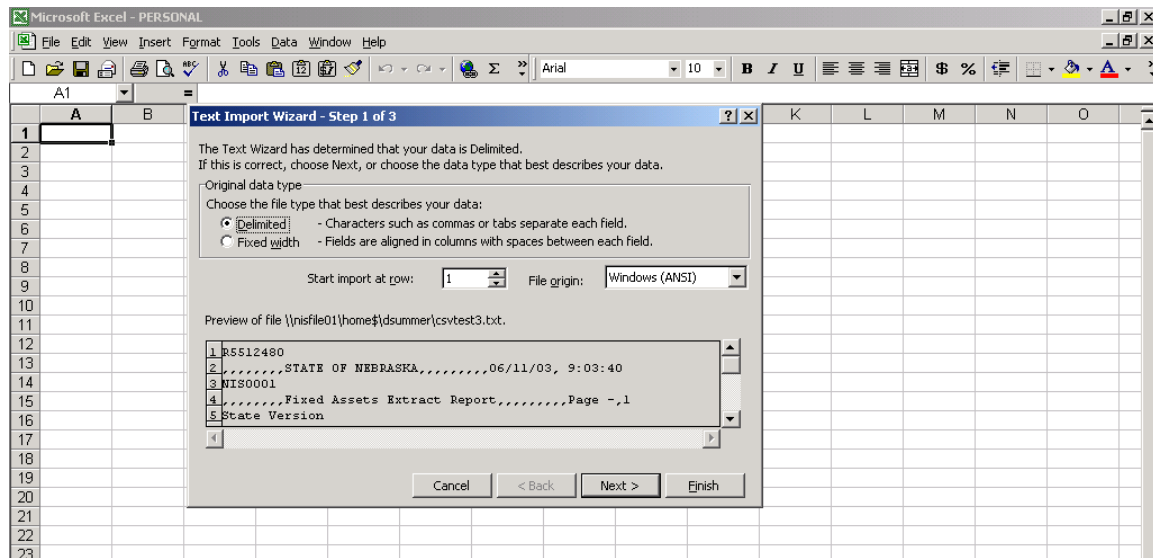
Click **Open**



Text Import Wizard – Step 1 of 3 should appear

Make sure the radio button next to **Delimited** is selected

Click **Next>**

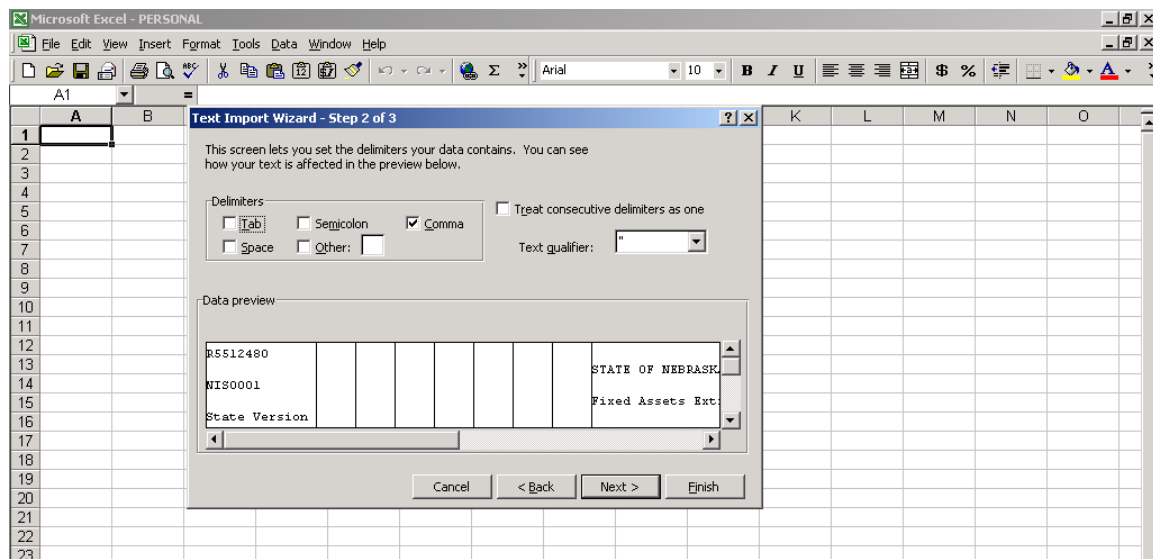


Text Import Wizard – Step 2 of 3 appears

Click on the box next to **Comma** only

Deselect any other checked boxes in the Delimiters box

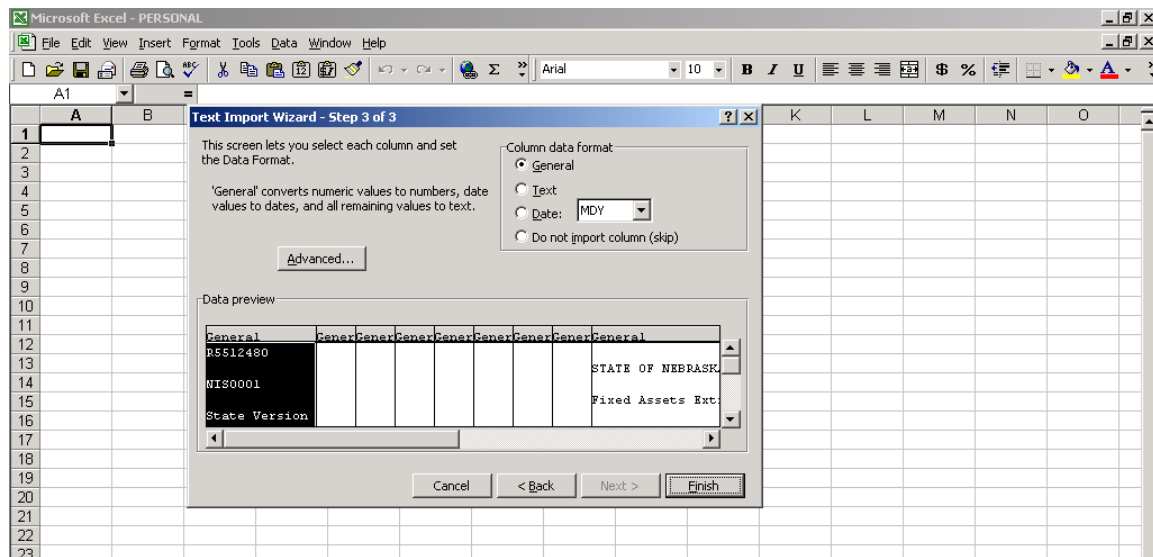
Click **Next>**



Text Import Wizard – Step 3 of 3 appears

This step allows the user to change data formats for columns or delete unwanted columns. In most cases, no changes need to be made on this screen.

Click **Finish**



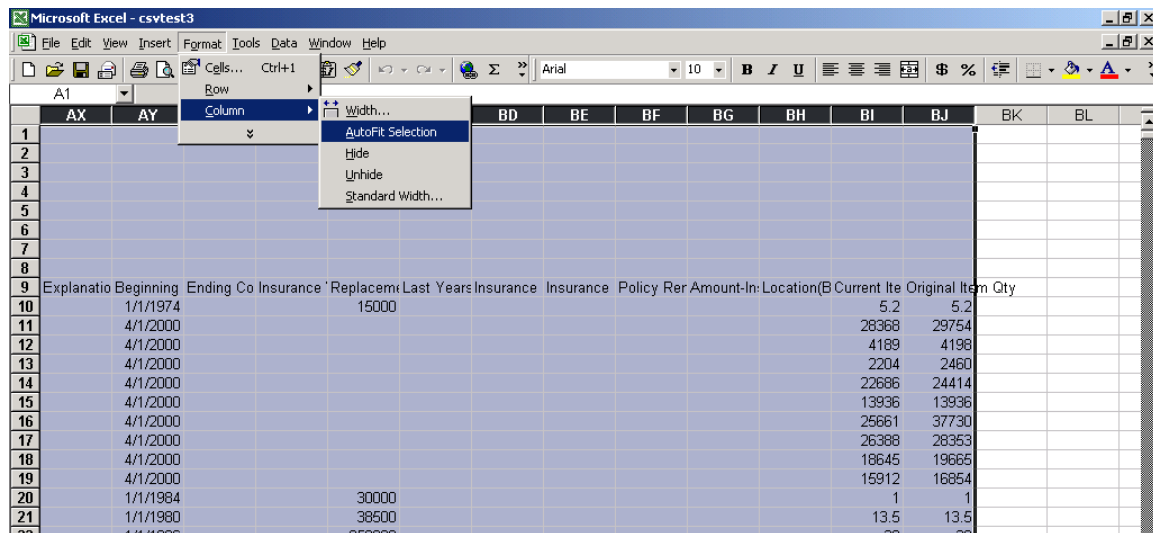
The next screen should show the report data placed in columns on a new worksheet. Data in columns may overrun into adjacent columns because of the default column width.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	R5512480													
2									STATE OF NEBRASKA					
3	NIS0001								Fixed Assets Extract Report					
4								As of	6/10/2003					
5	State Version													
6	Agency Number	65	DEPT OF ADM SERVICES											
7	Agency Division	4	AGENCY DEFINED DIVISION											
8	Tag Numbr	Serial	Responsib	Location L	Location L	Location L	Date Acq	Total Cost	Acquisition	Tax Entity	Fair Marke	SPN Numt	Category C	Category C
9	13F01003L	DIAGNOS	65048888	3223 N. 45	OMAHA	0000E	7/1/1974	1	D					
10	13ZZ0013301B	ACADEMI	65048888	3223 N. 45	OMAHA	0000E	7/1/1957	829000	C					
11	13ZZ0013400B	POWER H	65048888	3223 N. 45	OMAHA	0000E	7/1/1930	30915	C					
12	13ZZ0013500B	MAINTEN	65048888	3223 N. 45	OMAHA	0000E	7/1/1931	18797	U					
13	13ZZ0013600B	ADMINIST	65048888	3223 N. 45	OMAHA	0000E	7/1/1957	565188	C					
14	13ZZ0013700B	MULTI-PUI	65048888	3223 N. 45	OMAHA	0000E	7/1/1966	654988	C					
15	13ZZ0013800B	PRIMARY	65048888	3223 N. 45	OMAHA	0000E	7/1/1967	720486	C					
16	13ZZ0013900B	NORTH R	65048888	223 N. 45	OMAHA	0000E	7/1/1969	605731	C					
17	13ZZ0014000B	BOY'S DO	65048888	3223 N. 45	OMAHA	0000E	7/1/1975	308176	C					
18	13ZZ0014100B	BOY'S DO	65048888	3223 N. 45	OMAHA	0000E	7/1/1932	66280	C					
19	13ZZ00999L	3 BEDRO	65048888				1/1/1974	19100	U					
20	13ZZ01000L	RECREAT	65048888				1/1/1975	3200	U					
21	13ZZ01001L	SITE OF N	65048888				1/1/1999	2400	U					
22	13ZZ01002L	SCHOOL	65048888				1/1/1987	1340	U					
23	13ZZ0122900B	OLD GYM	65048888	824 TENT	NEBRASKA CITY	Q	7/1/1901	17868	U					

To improve readability and to determine if data has been properly placed in columns change the column width.

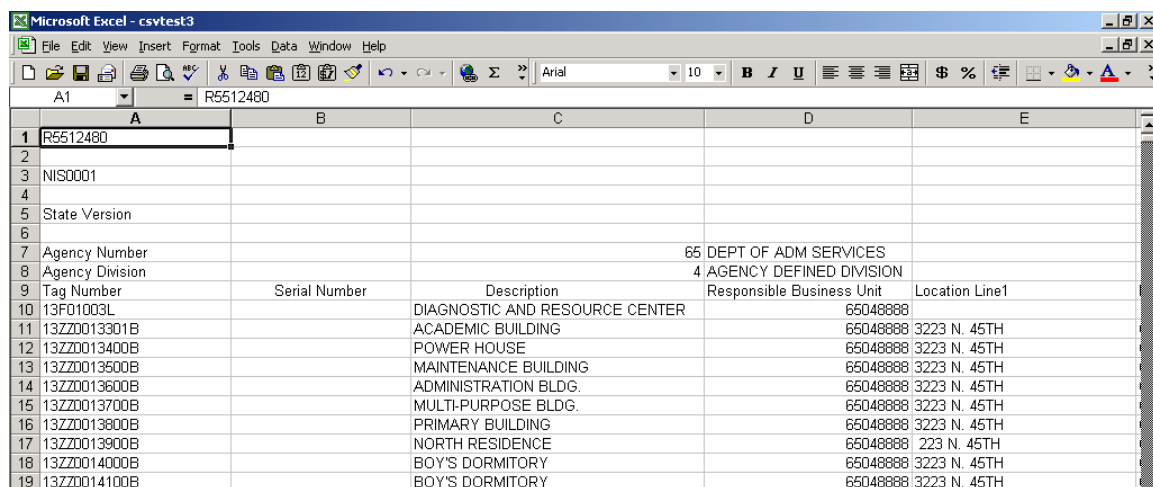
Select the columns containing data by clicking and dragging on the alpha column headings (here AA to BJ). The columns should be highlighted.

Click on **Format, Column and Autofit Selection**.



The resulting column width will be adjusted to match the widest data field in each column.

The conversion process may create some empty columns which can be deleted and rows of header data which may be deleted or reformatted to improve the appearance of the spreadsheet or allow various Data functions to be performed.



The file may be saved as you would any other MS Excel file.